

Application Pack

Head of Computing

Application closing date:

4pm Wednesday

21st April 2021

Interview date:

w/c 26th April 2021



Derby
CATHEDRAL
SCHOOL

Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 which will also include the opening of a sixth form provision in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title: Head of Computing

Department: Computing

Reports to: Designated member of the SLT

Hours of work: Full time

Salary: MPS plus TLR £6701

Job purpose:

- Provide vision, leadership and day-to-day operational management of colleagues within the department.
- Secure high-quality teaching and effective use of resources to achieve the highest standards of achievement for all pupils.
- Contribute to the development and realisation of the whole school academic planning, and the aims, vision and ethos of the school.
- Ensure effective quality assurance of the department leads to a consistency of high standards
- To work across the entire school to ensure a holistic approach to the promotion and progress of digital literacy standards
- Ensure that attainment and progress in computing is at least good or rapidly improving.
- Demonstrate the experience and knowledge to lead and implement a curriculum for the full age and ability range from 11-19
- Work in conjunction with IT support staff to construct and deliver a strategic IT plan for the whole school.

Job Description

Main duties/responsibilities

Teaching	<ul style="list-style-type: none">● Teach an agreed timetable of approximately 80+%.● Lead by setting an example, achieving your own high standards of classroom practice.● Undertake effective quality assurance in line with the school policy which leads to standards and progress which are above the national level.
Curriculum	<ul style="list-style-type: none">● Develop an ambitious curriculum vision and structure that enables students to make good progress in computing.● Develop and implement policies and practices for the faculty which reflect the school's aims and ethos.● Ensure that schedules, schemes of work and syllabi are properly prepared.● Review and refine schedules, schemes of work and syllabi to ensure that they meet the needs of pupils of all ages and abilities.● Ensure the requirements of the national curriculum, national strategies and examination boards are met.● Set appropriate work for pupils when colleagues in the department are absent.● Provide curriculum support for any non-specialist staff.
Pupils	<ul style="list-style-type: none">● Organise the grouping of pupils in order to maximise progress.● Ensure high standards of teaching and learning and assure preparation for examination across the department.● Manage assessment, monitoring and reporting within the department, in line with school policy and procedures.● Ensure that special educational needs are met within the subject areas through effective liaison with the SENDCO and other staff.● Maintain, develop and apply effective rewards, sanctions, policies and procedures within the department, in line with those of the school.
Parents	<ul style="list-style-type: none">● Work with parents through home/school correspondence, phone calls and meetings to ensure pupil wellbeing and academic success.

Main duties/responsibilities – continued

Process Management	<ul style="list-style-type: none">● Manage department team meetings to ensure the smooth running of the department.● Contribute to school evaluation processes and keep the work of the department under review.● Produce an annual development plan for the computing department and for the development of whole school literacy.● Manage the department budget ensuring value for money and effective deployment of resources.● Ensure the fair distribution of resources within the department.● Manage the processes for ordering, purchasing, and maintaining resources and equipment.● Ensure appropriate risk assessments are completed and health and safety procedures are followed within the department.● Participate in open evenings, parents' meetings, liaison events with community partners, and other marketing and liaison opportunities.
Leading Others	<ul style="list-style-type: none">● Co-operate with the appropriate member of the SLT to lead and manage performance management arrangements, in line with school procedures.● Ensure a fair distribution of classes, responsibilities and workload within the department team.● Provide advice and support to department staff, and any non-specialists, in relation to the curriculum, discipline, classroom practice and professional development.● Provide advice and support to staff from other departments with regards to the implementation of the computing curriculum.● Ensure that homework is set and marked in line with the department and school procedures.● Create a team atmosphere and build effective working relationships with staff.● Keep the department team up-to-date with developments in the Computing curriculum and teaching and learning methodologies.● Implement the whole school IT strategic plan, including providing advice and support for IT support staff, teaching staff and TAs.
Other	<ul style="list-style-type: none">● Contribute to the school's pastoral programme i.e. as a Form Tutor● Support the behavior policy of the school by taking a leading role in duties and on-call systems.

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none">● Good quality Honours degree in a related subject.● PGCE or equivalent in secondary education.● Qualified Teacher Status.● Ability to deliver the Computing curriculum.	<ul style="list-style-type: none">● Current first aid certificate.
Experience	<ul style="list-style-type: none">● Successful experience teaching Computing at Key Stage 3 and 4.● Leadership and management experience within a Computing department.	<ul style="list-style-type: none">● Experience developing policies and practices.
Knowledge and skills	<ul style="list-style-type: none">● An understanding of what constitutes outstanding teaching and learning and the ability to put this into practice.● The ability to use data to monitor student progress and inform curriculum planning.● An understanding of good practice when quality assuring the work of the department.● The ability to put in place effective intervention for under achieving students.● Good organisational skills.● An understanding of the qualities of a successful scheme of work and the key principles of assessment.● The ability to coach and mentor other teachers.● Understanding of current developments in Computing teaching and wider educational issues.● Good behaviour management skills.● The ability to motivate young people.	

Person specification – continued

	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> ● The ability to form good working relationships with colleagues and pupils. ● The ability to prioritise and meet deadlines. ● Confidence in leadership roles. ● A commitment to continued professional development. ● A desire and commitment to contribute to the wider school and its community. ● A clear philosophy on teaching Computing. ● A commitment to protecting the welfare of young people. ● An open mind to change and the unique circumstances found in a new and expanding school. 	<ul style="list-style-type: none"> ● A willingness to support the extra-curricular activities and events of the school.
Other	<ul style="list-style-type: none"> ● Good attendance/punctuality record ● Enhanced DBS certificate and barred list check ● Flexibility 	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.